



An "office" area is one where traditional office activities are conducted and only traditional office hazards are present. The office must be accessed without passing through an area of work activity and/or an area posted as a "Controlled/Radioactive Material Area".

All visitors (including children) may enter the above Technical Division buildings through the described locations without a Technical Division escort. An escort is defined as a Fermilab employee that works in the Technical Division and is knowledgeable of the local hazards and understands the exposures to these hazards. An adult (not necessarily from the Technical Division) must continuously supervise children in all areas, except as noted below in Section 2.2.

2.2 Children must not enter any other buildings/areas without Division Head approval and a Technical Division escort. The escort requirement applies to tours of school children as well, but does not apply to children that are working at Fermilab, serving an internship, working under a mentor, or are participating in the TARGET or similar type of program. The procedure for obtaining Division Head approval is as follows:

- 1) Contact the TD Radiation Safety Officer (RSO) with the date(s) of the planned visit and the areas to be visited. The appropriate Building Manager should also be contacted as a courtesy.
- 2) The TD RSO will ensure that the area(s) to be visited are safe for children to enter.
- 3) If the areas are safe for entry by children, the TD RSO will formally request approval for the visit from the Division Head.
- 4) If Division Head approval is given, the TD RSO will inform the requestor via e-mail and will provide a courtesy copy to the Building Manager.

2.3 Students of all ages who conduct experiments in any of the Technical Division areas must:

- Obtain advance approval from the TD Division Head.
- Be escorted at all times.
- Be supervised at all times by a Subject Matter Expert, who oversees all safety aspects of the experiment.